

INSTRUCTIONS FOR USE OF FORM 1522

1. When originated at Headquarters

a. Headquarters

- (1) Cross out items not sent to the field.
- (2) Fill in Field Release Number (unless assigned by field).
- (3) Send Copies 1, 2 and 3 to Central Dispatch Point.
- (4) Return Copy 4 to staff originator.
- (5) Staff originator forward Copy 2 to operating division when returned to headquarters from the field.

b. Field

- (1) Cross out all items not released.
- (2) Enter Field Release Number(s) of each item released (if not assigned at headquarters).
- (3) Identify recipient(s) of each item.
- (4) Record oral release of item by placing symbol "(O)" after identity of recipient.
- (5) Enter date(s) of release for each item.
- (6) If classified CONFIDENTIAL at headquarters upgrade to SECRET upon entering above data.
- (7) Sign and return Copies 1 and 2 to headquarters no later than the first week of the month following the month during which the headquarters originated form was received.
- (8) Retain Copy 3 as a permanent field record of the release action.

2. When originated in the field

- a. Log all classified items not received via a headquarters originated Form 1522 and released to or received from an organization or individual.
- b. First Column: Enter the date the item was received.
- c. Second Column: Enter a brief identifying title or subject for all items received.
- d. Third Column: Enter field or headquarters identifying number of item, i.e., report, cable or dispatch number.
- e. Fourth Column: Enter type of item in accordance with para 6.b. of originating dispatch. Distinguish if other agency (OA).
- f. Fifth Column: Enter date of each item.
- g. Sixth Column: Name the country or countries which the item concerns whether or not identical with country of origin.
- h. Seventh Column: Indicate by a check mark in proper column whether item received from headquarters, field or an organization or individual.
- i. Eighth Column: For headquarters use only.
- j. Ninth Column: Enter the field number identifying the items released to recipients by a special "field release number".
- k. Tenth Column: Enter date released.
- l. Eleventh Column: Indicate recipient(s). Indicate release of an item to two or more recipients. Identify organizations rather than individuals, unless release to an individual is the significant factor. Indicate oral release by placing (O) after identity of recipients.
- m. Maintain a separate set of forms to record items received from an organization or individual.
- n. Classify SECRET when filled in.
- o. Sign and send Copies 1, 2 and 4 to headquarters no later than the first week of the month following the month during which the release or receipt action took place.
- p. Retain Copy 3 as a permanent record of the field action.

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DATE FIELD
RECEIVED

TITLE OR SUBJECT

IDENTIFICATION
NUMBER

TYPE

DATE

SUBJECT
COUNTRYREC'D FROM
H F LHQS
CODEFIELD RELEASE
NUMBERRELEASE
DATEIDENTITY OF ORGANIZATION
OR INDIVIDUAL